



MONTANA DEPARTMENT OF CORRECTIONS ADMINISTRATIVE POLICY

Policy No.: DOC 1.2.12	Subject: ADULT INMATE WELFARE ACCOUNTS/ MISCELLANEOUS REVENUES
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4 and Attachments
Section 2: Fiscal Management	Revision Date: Oct. 18, 2005
Signature: /s/ Bill Slaughter, Director	Effective Date: May 1, 1996

I. POLICY:

It is the policy of the Department of Corrections to establish, maintain, and manage inmate welfare accounts to enhance the programs and services that directly affect the Adult Secure Care Facility inmate populations. Accounts and revenues will be managed in compliance with generally accepted accounting principles and a system of checks and balances.

II. APPLICABILITY:

The adult secure care facilities that include the Montana State Prison, the Montana Women's Prison, Montana Correctional Enterprises, and the private and regional facilities contracted to the Department of Corrections.

III. AUTHORITY:

<i>4-4031, 4-4044, ACA</i>	<i>Standards for Adult Correctional Institutions, 4th Edition</i>
<i>17-7-502, MCA</i>	<i>Prison Inmate Welfare Account, Section 3</i>
<i>53-1-105, MCA</i>	<i>Disposition of Contraband in Correctional Institutions</i>
<i>53-1-109, MCA</i>	<i>Prison Inmate Welfare Account</i>
<i>53-1-203, MCA</i>	<i>Powers and Duties of the Department of Corrections</i>
<i>53-30-101, MCA</i>	<i>Location and Function of Prisons – Definitions</i>
<i>DOC Policy 5.5.2</i>	<i>Offender Organizations</i>
<i>DOC Policy 3.1.17</i>	<i>Searches and Contraband Control</i>
<i>DOC Policy 3.1.30</i>	<i>Funeral, Sickbed Visits, Emergency Temporary Leave for Adult Offenders</i>
<i>DOC Policy 4.1.4</i>	<i>Indigent Status</i>

IV. DEFINITIONS:

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

Designee – The position responsible for a specific action or program will also apply to that person's designee.

Inmate Welfare Account – The account in the state special revenue fund that is the repository for net proceeds from inmate canteen purchases and inmate telephone use, cash proceeds from the disposition of confiscated contraband, and any public money held for the needs of inmates and not otherwise allocated; also referred to as the Inmate Welfare Fund (IWF).

Telephone Revenues - Proceeds generated from inmate collect calls and calling card sales.

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Miscellaneous Revenues - Revenue generated from food sales and cash proceeds from the sale of confiscated contraband.

Canteen Revenues – A percentage of the net profits generated from the sale of canteen items at Department and contracted facilities.

Inmate Organization - An organization recognized and approved by the facility administration as outlined in *DOC Policy 5.5.2, Offender Organizations*.

Inmate Council - An inmate group approved by the facility administrator to represent the inmate population (MASC, TSCTC, BASC, and ICP are exempt).

Contraband – Any item possessed by an inmate or found within the facility that is illegal by law, prohibited by policy, or by those legally charged with the administration and operation of the facility.

Indigent Status – The status applied to an inmate whose previous month’s financial activity indicates that he or she had insufficient funds to purchase hygiene or legal supplies from the canteen.

V. PROCEDURES:

A. Collection of Funds

The following monies must be deposited in the inmate welfare account:

1. Donations by individuals, organizations, or community groups, excluding inmate donations and donations from inmate families.
2. Telephone, canteen, and miscellaneous revenues.
3. Cash proceeds generated from the sale of confiscated contraband pursuant to *MCA 53-1-105, Disposition of Contraband in Correctional Institutions*.
4. Any public money held for the needs of inmates that has not been allocated elsewhere.

B. Receipts and Expenditures

1. Facility staff must provide a receipt for any funds deposited in the inmate welfare account. Collection from revenues, i.e., checks, must be made to the Department of Corrections and forwarded to the Department's accounting office.
2. The facility administrator, or designee, will review funding requests and may authorize appropriate expenditures for the requests of **\$2499** or less.
3. Requests for expenditures exceeding **\$2500** must be approved by an Adult Secure Care Facility committee appointed by the Department Director.
4. Reoccurring expenditures and reimbursements to the IWF, e.g., food sales, will be reviewed annually by the ASCF committee.
5. The Department’s accounting office will provide a monthly report to each facility

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administrator and respective inmate council detailing income and expenditures.

6. Inmate council members may provide input, however, final decisions will be made by the Department Director, or designee(s), pursuant to *MCA 53-1-109, Prison Inmate Welfare Account*.

C. Use of Accounts

1. The inmate welfare accounts may be used in any of the following ways:
 - a) to purchase services, supplies, or equipment for the needs of inmates to include:
 - recreation equipment
 - fixtures for visiting rooms
 - inmate TV programming
 - specific inmate jobs
 - inmate inter-facility transfer property shipment costs
 - other administratively approved groups or activities
 - computer equipment to operate computerized legal research software
 - b) to help inmates in need of funds when no other sources are available, e.g., assistance for inmates on indigent status. Indigent inmates may apply for assistance in accordance with *DOC Policy 4.1.4, Indigent Status*;
 - c) for the Release Assistance Program, which provides assistance to eligible inmates upon discharge, parole or temporary furlough, excluding inmates on conditional release; and
 - d) for the Funeral and Deathbed Attendance Program to assist in costs associated with funeral or deathbed visits to an immediate family member. An inmate may apply for assistance, not to exceed \$400, in accordance with *DOC Policy 3.1.30, Funeral, Sickbed Visits, Emergency Temporary Leave for Adult Offenders*.
2. Each facility inmate council will submit an annual budget prioritizing expenditures. Budgets must be submitted to the facility administrator, or designee, no later than May 1st of each year (see Attachment A, *Inmate Welfare Budget Worksheet*).

D. Approval Process

1. Inmate organization requests must be submitted to the facility inmate council, using the *Request for IWF Funding* (see Attachment B). Requests submitted by the facility will be forwarded directly to the facility administrator, or designee.
2. Upon inmate council review, Attachment B is forwarded to the facility administrator or designee.
3. Upon facility administrator, or designee, approval, Attachment B will be presented to an ASCF committee in accordance with Section B of this policy.
4. Invoices must be forwarded to the Department's accounting office before payment can be completed.

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VI. CLOSING:

Questions concerning this policy should be directed to the facility or program administrator, or designee.

Attachments

<i>Inmate Welfare Budget Worksheet</i>	(Attachment A)
<i>Request for IWF Funding</i>	(Attachment B)

**INMATE WELFARE
BUDGET WORKSHEET
FISCAL YEAR 2006**

ELECTED COSTS	Cost Description	Total Expected Cost
Contracted Services (i.e., Printing, Inmate Pay)		
Supplies (i.e., Books, Office Supplies, Music Supplies)		
Funeral Assistance (i.e., Travel Costs)		
Repair/Maintenance (i.e., Satellite Service)		
Other Expenses (i.e., Cable TV, Subscriptions)		
Expense Total		

NOTES:

Request for IWF Funding

Request _____	
Facility _____	
Sponsor _____	Date _____

Request Description _____

Amt. Requested \$ _____	Annual \$ _____	
	Monthly \$ _____	
	One Time \$ _____	Total \$ _____

Approved _____	Denied _____	
Council Chair _____		Date _____
Approved _____	Denied _____	
Facility Admin.* _____		Date _____
Accounting Office _____		Date _____

*All requests for IWF funds from facility staff must be forwarded to the facility administrator.